

1. Name of Employee		2. Position, Series and Grade		3. Organization and Location	
4. Short Term Career Goals			5. Long Term Career Goals		
6. Developmental Objectives	7. Developmental Assignments	8. Formal Training	9. Other Activities	10. Completion Date	
				Estimated	Actual
11. Reason for Preparing IDP _____ Executive Position _____ New or Changing Manager Assignment _____ Initial Supervisory Assignment _____ Upward Mobility _____ Other					
12. Training / Development Assignments completed in past 12 months					
13. Remarks					
14. Employee Signature	15. Date	16. Signature of Supervisor	17. Date	18. Reviewed / Approved Servicing Personnel Office	19. Date

INSTRUCTIONS:

Mandatory Usage

This form is required annually for all employees in supergrade positions. In addition, newly selected supervisors, newly selected managers, and managers who are assigned to a different management position are required to submit this form annually for a period of two years. In addition, participants in the Upward Mobility Program must also complete an IDP. The form is prepared as of July 31, each year and must be submitted to the servicing personnel office by August 31, each year. Prepare the form in quadruplicate. The employee and supervisor each retain a copy, and two copies are forwarded to the servicing personnel office.

Optional Usage

It is recommended that this form be used for all employees because of the value derived to both the supervisor and the employee. Under optional usage, this form is to be duplicated, with a copy retained by the employee and the supervisor.

- 4 - 5 Enter employee's career goals:
 - Short-term: within the next three years
 - Long-term: withing six years
- 6 - 9 Identify specific training and / or development assignments proposed during the next twelve months.
- 12 Indicate training or development assignments completed during the past twelve months